



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Utilities—Right of Way
Subject: Conveyance of Easements Across County
Property

Policy Number: 15-2
Supersedes:
Date Issued: 05/18/92

I. INTRODUCTION

- A. **Scope** – This procedure will govern the conveyance of easements across any parcel of land owned by the County of Chesterfield.
- B. **Purpose and Background** – In order to ensure that the best locations for easements across County parcels are selected, that the review process is consistent and involves all affected departments, that records of easements on County properties can be maintained, and to ensure that the negotiations for easements are performed in a professional manner consistent throughout the County, this procedure has been developed.

II. PROCEDURE

- A. All requests for the conveyance of easements across County properties shall be referred to and handled by the Right of Way Division.
- B. The easement plat will be routed to all departments that may be affected by the conveyance of the easement. All approvals and/or comments must be returned by the date specified.
- C. Upon receipt of the comments from the departments, concerns are addressed, appropriate conditions are negotiated and incorporated into the agreement and an agenda item is prepared to consider the request.
- D. Upon approval by the Board of Supervisors, the agreement is forwarded to the County Attorney, County Administrator and Chairman of the Board for signatures.
- E. Upon return of the executed agreement, it will be forwarded to the requestor who records the agreement in the Clerk's Office.
- F. After recordation, a copy of the agreement is placed in the appropriate parcel file and plotted on the property maps in the Right of Way Division.